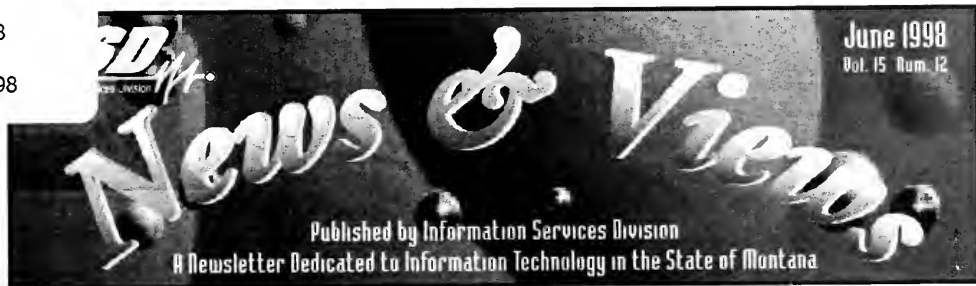


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STATE PUBLICATIONS SECTION

Electronic Commerce is Coming Our Way

NOV 23 2007

The pace of change isn't slowing and with the new millennium fast approaching, everyone is looking for better ways to conduct business. With trade barriers dropping, the global market is just a keystroke away. Shared data moves between countries within seconds

as social and geographic boundaries become more transparent. The word 'virtual' is being applied to systems, offices and organizations. In response are new ways of conducting business — Electronic Commerce.



The fundamentals of Electronic Commerce began with mail order catalogs. Purchasing products from a remote location with only a photograph and description for information has been a long established practice. Today, Electronic Commerce offers millions of products that can be on your doorstep the next day.

What is Electronic Commerce?

Simply put Electronic Commerce is "doing business electronically". To elaborate, it is doing business by using a structured message exchange (Electronic Data Interchange), unstructured message exchange (e-mail), database access and shared data across networks.

Information Technology plays a pivotal role. Information is exchanged and transactions enacted with great speed and efficiency. This results in reduced costs, delays and errors while improving service and competition.

Through the use of cryptography and digital

signatures, (see the May issue of *ISD News & Views*) sender authenticity and message integrity can be verified. Confidentiality is also assured.

Electronic Commerce and State Government

The Information Technology Advisory Council (ITAC) has created an Electronic Commerce subcommittee to look at Electronic Commerce

Special Statewide Edition

INSIDE

Calendar of Events	2
The Cookie Monster	2
MT PRRIME Rollout Document	3
Telecommunications Strategic Planning Study	4
Year 2000 Progress Report	5
Enhanced 9-1-1 Planning	6
Computing Policy Update	7
New Telephone Prefixes	8
New Job Scheduler	8
VSAM Data Sets and the RVA	9
Reel Tapes Being Phased Out	9
XPEDITER/TSO Release 6.4	10
Information Technology Advisory Council	10
Oracle Designer/2000	11
E-mail Project Update	12
PowerPoint Made Easy!	13
Using WordPerfect Help in Word	15
Word Users Group for State Employees	15
How Macros Differ (WordPerfect to Word)	16
Converting WordPerfect 6.1 to Word 97	18
Converting Lotus 1-2-3 to Excel 97	19
Your Browser can do FTP!	22
Dupeless - Windows 95/NT Freebie	23
Media Based Training (MBT)	24
Oracle Channel Classes	26
Computer Security Training for End Users	27
State Training Rate Increase	28
Training Calendar	28
Enrollment Application	31
Editor's Notes	32

and the direction the state should be heading in this area. ITAC requested the subcommittee examine and make recommendations on all aspects of the Electronic Commerce issue relevant to the enterprise.

Peter Blouke is the subcommittee chair.

For more information about Electronic Commerce, contact Jeff Brandt of the Policy, Development and Customer Relations Bureau at 444-3988, ZIP! or e-mail at jbrandt@mt.gov.

Help!!



Question:
"Why don't I get
ISD News & Views
every month?"

Answer:
ISD News & Views is available
as a **monthly** publication
ONLY by subscription. We
are currently sending one issue
each quarter to all state
employees. **To get a free
subscription, please ZIP! or
e-mail Lois Lebahn (llebahn@mt.gov)
with your name, agency and address.**

Calendar of Events

June 3

Information Technology Managers Council
(ITMC) 8:30-10:30am, Rm 111, Metcalf Bldg.

June 3

Joint Oversight Committee on State
Management Systems 8am-5pm, Rm 108 Capitol

June 18

Public Safety Communications Council
9am-3pm, Location TBA

June 25

Summitnet Executive Council (SEC)
1:30-4 pm, DPHHS Auditorium-METNET Site

July 1

Information Technology Managers Council
(ITMC) 8:30-10:30am, Rm 111, Metcalf Bldg.

July 8

Information Technology Advisory Council
(ITAC)
8:30am-12pm, Rm 111, Metcalf Bldg.

The Cookie Monster

Did you know that web sites track such things as when a user last visited, what pages a user accesses, what products a user orders, or a user's password to access a web site? One of the most popular techniques for tracking information such as this is the use of a "cookie".

A cookie is a piece of text placed on a user's hard drive by the browser at the request of a web site.

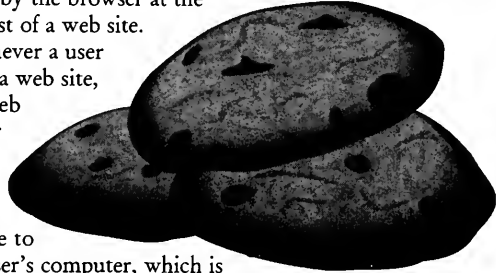
Whenever a user visits a web site, the web server can send a

cookie to the user's computer, which is then stored on the hard drive. As the user visits additional sites, more cookies may be added to the hard drive. Each cookie contains information about a user's visit to a specific web site such as an ID number, time of the last visit, pages accessed, and any other information the user gives up **willingly**. Any time a user registers for anything online, this information is normally stored in a cookie.

The Netscape Navigator browser stores its cookies in a file called "cookies.txt." The Internet Explorer browser uses a directory called "cookies" with multiple files contained in it. One file for each web site's cookie(s).

A cookie cannot allow a web server to read a user's hard drive, get an e-mail address not given willingly, destroy files on a computer, or create executable programs. Some say the security risk for cookies is very minimal; others say that users could have the same password for their web site access as they do for their login on a network. Since the cookie file is pure text, a password could be received and accessed gained to the network using a valid loginID and password by an outsider. The password used on a network login should be different than a password used on a web site.

There are many convenient and legitimate uses for cookies, but it is hard to tell which ones are



good (chocolate chip) and which ones are not (raisin). Some Web sites, such as Microsoft, do not allow users to access specific areas of their system without allowing a cookie to be put on the user's computer. It is suggested that a user should at least be warned if a cookie is being set. So, if a user wants to disable or be warned about cookies, they can do one of the following in the browser.

- For Netscape Navigator 3.0, choose the Options menu: go to Network Preferences, then Protocols. Under Show an alert before, check "Accepting a cookie." (Don't forget to Save the option settings.)
- For Microsoft Internet Explorer 3.0, choose View, then Options, then Advanced. Check the box "Warn before accepting cookies."
- For Netscape Communicator 4.0b2, go to Edit, then Preferences, then Advanced, click on "Never accept cookies (or Warn me before accepting a cookie)."
- For Microsoft Internet Explorer 4.0: choose Edit, Preferences, Cookies, Never accept; alternatively: View, Internet Options, Advanced, Security, Cookies, Disable all cookie use.

For more information regarding cookies (Internet not chocolate chip), contact Lynne Pizzini, Network Security Officer, of the Telecommunications Operations Bureau at 444-4510 ZIP! or e-mail at lpizzini@mt.gov.

MT PRRIME Rollout Document

Part of the MT PRRIME Rollout design phase was to build a Technical Architecture Plan. One of the sections of this plan was to document the Rollout approach. The Rollout document is meant to provide an understanding of what the hardware/software requirements will be, as well as an explanation of the PeopleSoft login process.

The Rollout document should be reviewed in its entirety as it contains numerous tables detailing the hardware/software requirements, as well as

more detailed descriptions of the Login process and "next steps". It can be found on the MT PRRIME Web site at http://www.state.mt.us/doa/mt_prime/montpri.htm.

Following is a brief synopsis of the major sections of the Rollout document:

- Identify the Agency file server requirements for both the Helena area and remote locations.
 - ♦ There are approximately 450MB of PeopleSoft code that should be stored on a file server located close to the users of the system. Additionally, it is recommended that the SQLNet software used for Oracle access also be located on the same file server.
 - ♦ The file server must be NetWare 3.12 or above, or Windows NT 3.51 or 4.0. **If NetWare 3.12 is used, it must be configured to accept long file names.**
 - ♦ For remote locations, the plan is to make available a Citrix WinFrame server that can be used by anyone that will be connecting to the Helena Capitol Fiber Backbone with a 56Kb line.
- Identify the PeopleSoft software components that will be distributed to the agency file servers. Tables included in this section of the document identify the directories that need to be loaded on agency file servers and a short description of what files reside in each subdirectory. The three tables are:
 - ♦ Financials
 - ♦ Human Resources
 - ♦ Contents of the Subdirectories.
- Identify the hardware and software components that will be necessary for the Capitol complex desktops.
 - ♦ PeopleSoft users must have Windows 95 (or Windows NT), Word and Excel on their workstations. To effectively utilize the Finance and Human Resource modules, users must first commit to arming themselves with a working knowledge of these three products. As users become proficient with the modules, they will utilize nVision (requires Excel)

and PeopleSoft Query for reporting purposes. Standard letters produced by the various modules are produced in Word.

- ♦ Hardware minimum configuration and desktop software component tables can be found in this section of the document.

- Identify the hardware and software components that will be necessary for the remote site desktops.

- ♦ If accessing PeopleSoft using Citrix, the desktop "Hardware minimum configuration" requirements that are given for the Capitol complex will not be necessary. The recommendation is to have at least a 486Mhz PC for use with Citrix.

- ♦ The software components to be installed on desktops that will use the Citrix Winframe server to gain access to PeopleSoft are specified in a table in this section of the document. These will be those desktops connected with a 56Kb line.

- Describe the proposed approach for rolling out the above software components across the state.

- ♦ Preliminary discussions with ISD indicate that Novell Application Launcher (NAL) will be used as the Software Distribution tool for the State. NAL provides the ability to automate the distribution of software to any server or workstation on the NetWare Directory Service (NDS). A few agencies that are not on the NDS (MDT for example) will need to centralize the distribution of software within their agency.

- ♦ Preliminary discussions for remote site software distribution have focused on either:

- a manual distribution of WinFrame/Citrix software to sites outside the capitol complex
- OR
- using NAL, as mentioned above, to distribute PeopleSoft/Citrix to remote sites.

- Provide a description of the PeopleSoft login process which includes:

- ♦ Turning on the PC Workstation
- ♦ Starting the PeopleSoft System
- ♦ Entering the Operator ID and Password
- ♦ Selecting a panel
- ♦ When Cache files don't exist
- ♦ Retrieving Data for the Panel

- List the "next steps" that must be completed in Phase III with regard to rollout.

For more information contact Cayle Wingard of MT PRRIME at 444-6317, ZIP! or e-mail at cwingard@mt.gov.

Telecommunications Strategic Planning Study

The Department of Administration, Information Services Division, has awarded a contract to Federal Engineering, Inc. (FE) of Fairfax, Virginia, to provide telecommunications strategic planning consulting services to the State of Montana. Under this contract, FE will develop a statewide comprehensive telecommunications plan and assist the State in the implementation of the plan. The project will take approximately one year to complete.

FE will conduct an extensive needs assessment of the telecommunications requirements involving diverse communities of interest throughout the State. The existing telecommunications infrastructure will be assessed as well as the impacts of the ever shifting regulatory environment. FE will develop alternative strategies for providing cost-effective, shared, and reliable communications. FE will perform cost/benefit analyses for each of these alternatives and recommend the best alternative, outlining the reasons for the recommendation. Emerging technologies, regulatory influences, and utilization of the network will all factor into these analyses.

If you have any questions regarding this project contact Linda Kirkland of the Policy, Development, and Customer Relations Bureau at 444-1354, ZIP! or e-mail at lkirkland@mt.gov.

Year 2000

It's closer than you think!

Progress Report

Montana state agencies have been busy over the past year conducting thorough inventories of all computer systems that may have a problem accurately calculating and displaying dates after we enter the next century on January 1, 2000. 694 systems running on PCs, mid-tier computers and the mainframe have been identified as of



Figure 1

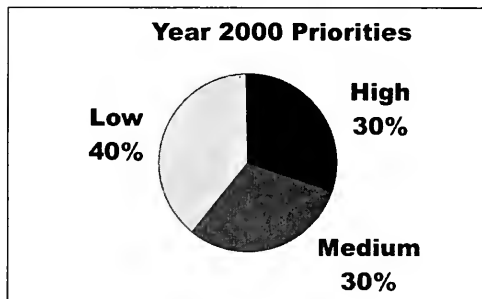


Figure 2

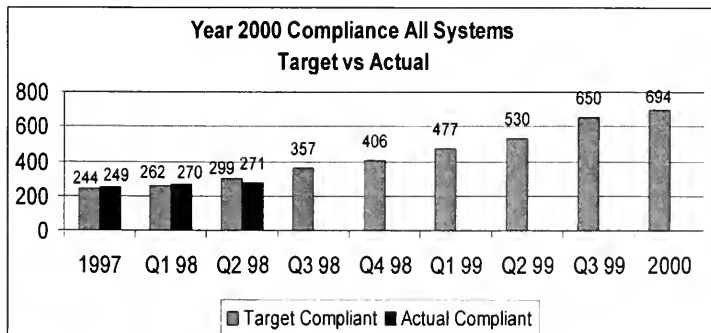


Figure 3

May 1, 1998 (excluding the University System, which is conducting a separate Year 2000 remediation effort.) 274 systems (39%) are now Year 2000 compliant, Figure 1. Following an analysis of each system, they were categorized by agencies as high, medium and low priority, based upon the severity of the potential consequences if a failure of that system were to occur. Figure 2 shows that the systems are roughly equally divided among high, medium and low priorities. Agency personnel are currently fixing the non-compliant systems and expect 94% of all systems to be compliant by August 1999. The remaining 45 systems will need to be fixed during the last 5 months of 1999 and most of these systems (25) are in the low or medium priority categories. Based upon our most recent data, the State of Montana is on pace for having all systems compliant by January 1, 2000 as shown in figures 3. Stay tuned for periodic status reports or check-in with our new Year 2000 web page at <http://www.mt.gov/isd/Year2000/index.htm>.

The ISD mainframe Year 2000 systems testing facility is ready for agency testing. This testing facility is an isolated piece of the mainframe referred to as an LPAR with the name YR2K. YR2K is configured with approximately 5% of the total available memory and CPU resources, 90 GB of disk storage and 8 tape cartridge drives. YR2K can be IPL'd with system date(s) corresponding to the testing needs of the agencies. The YR2K LPAR is intended to be an application systems testing facility and not a development environment, which would usually include application unit testing. The facility is

available for all agencies to schedule a final systems test of their applications for year 2000 compliance. Currently two agencies have been testing on the facility. Scheduling and access to YR2K will be coordinated through Judeykay Schofield at 444-4069.

ISD Enhances Year 2000 WEB Site

Montana's Year 2000 Internet site has recently been expanded to provide access to management reports for agency Year 2000 coordinators as well as more general information for the public at large. The public will now be able to view graphics on how the State of Montana is doing in meeting the Year 2000 challenge. ISD has also recently updated two important documents and made them available at the Year 2000 web site.

The Year 2000 Guide is a comprehensive document describing the issue and detailing the State of Montana's response to it. The "Guide" also covers the topic of PC BIOS compliance and what individual PC users can do to see if their own PC is compliant and even what they can do to fix a system that is not Year 2000 compliant. *The ISD Year 2000 Compliance Plan* provides detailed, up-to-date information on how the State's computing infrastructure is being prepared for the Year 2000. Finally, visitors to the Year 2000 web site will find several links to other useful Year 2000 sites on the Internet.

Awareness Raising Screen Savers Available

One of the major tasks of the Year 2000 project is to raise awareness of the issue among the general public. Windows and Windows 95 Screen savers are a great way to display your awareness of the problem and bring it to the attention of others. There are several free screen savers available on the Internet including:

URL Description

<http://www.silkmoth.com/download/y2k.htm>
large graphic & animated screen saver

<http://www.b2d.com/bpdwnld.htm>
scrolling text screen saver

<http://www.implement.co.uk/milweb1.htm>
animated timebombs

As with all freeware, be sure to do a virus check!

If you have questions or need more information please contact Scott Lockwood of the Policy, Development & Customer Relations Bureau at 444-2655, ZIP! or e-mail at slockwood@mt.gov.

Enhanced 9-1-1 Planning

Since the 1997 legislature approved additional funding for Enhanced 9-1-1 (E9-1-1) several 9-1-1 jurisdictions have started the planning process.

Sheridan County was the first 9-1-1 jurisdiction in Montana to implement E9-1-1 for the entire jurisdiction. After a 30 day test period, they announced the service was available on March 30, 1998. They are part of a four-county E9-1-1 system provided by Nemont Telephone Company, which will also include Valley, Daniels, and Roosevelt Counties. These counties will be brought on line 30 days apart over the next three months.

Cascade, Gallatin, Lewis & Clark, Jefferson, Missoula, Ravalli and Silverbow Counties have signed contracts with US West for construction of the Master Street Address Guide (MSAG). The MSAG is the computer database which lists every street name, road type (Street, Road, Drive, etc.) and directional (north, south, east, west) and address range in the 9-1-1 jurisdiction. This database is the key to the selective routing capability of the E9-1-1 system, and requires constant updating after the initial file is established. Initial construction of the MSAG is a lengthy process, and requires that some type of standard addressing system exist for the areas served by the jurisdiction. All of these counties are completely addressed, or are working on completing the addressing project. US West contracts with a company called SCC to provide the database.

Cascade County plans to implement their E9-1-1 system in two phases, with Phase I, which includes Great Falls, Cascade, Vaughn, and Ulm, scheduled to be implemented within the next



month or so. E9-1-1 for the rural area, served by 3-Rivers Telephone Cooperative, will be implemented during Phase II. Gallatin County's E9-1-1 system, scheduled for implementation in late summer or early fall, will include all of the Gallatin County's 9-1-1 jurisdiction which is served by US West and 3-Rivers Telephone.

Yellowstone County, which presently has E9-1-1 service for the greater Billings area, is working on a plan for the remainder of Yellowstone County, served by Triangle and Mid-Rivers Telephone Cooperatives, and Project Telephone Company. Flathead County is working with their telephone service provider, PTI, on an E9-1-1 system for the four Public Safety Answering Points (PSAPs) currently in operation in Flathead County.

Other 9-1-1 jurisdictions have held at least one E9-1-1 planning meeting and have requested cost estimates from their telephone service providers. They are: Broadwater, Glacier, Lake, Park, Hill, Blaine, Choteau, Liberty, and Phillips Counties, Anaconda/Deer Lodge, and the Tri-County system which includes Fergus, Petroleum and Judith Basin Counties.

For more information contact Surry Latham, 9-1-1 Program Manager, of the Policy, Development and Customer Relations Bureau at 444-2420, ZIP! or e-mail at slatham@mt.gov.

Computing Policy Update

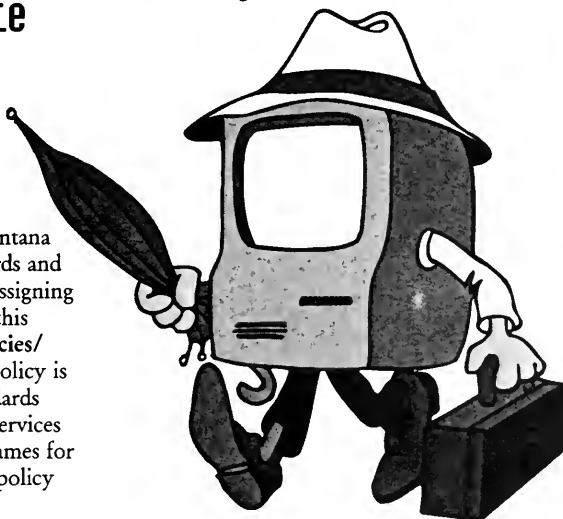
There are two new enterprise wide computing policies in effect dealing with naming standards. The first is called Domain Name System and includes the standards Information Services Division will use to distribute and manage domain names for Internet sites. The State of Montana follows the US Domain's naming standards and will use their naming convention when assigning new IP subdomain names. You can find this policy at <http://www.mt.gov/isd/policies/enterprs/int020.htm>. The second new policy is called Network Resources Naming Standards and includes the standards Information Services Division will use to assign and manage names for all network resources. You can find this policy

at <http://www.mt.gov/isd/policies/enterprs/net020.htm>.

The Information Technology Advisory Council (ITAC) will be reviewing a new policy called Public Access of Electronic Data at their May 27, 1998 meeting. This policy addresses the obligations the State of Montana has for providing public information stored in an electronic format. The policy was created to provide agencies with a method for consistently applying Section 2-6-110, MCA. You can find this policy at <http://www.mt.gov/isd/policies/enterprs/acc010.htm>.

Some upcoming changes involve the existing policy titled Access of State Computer Systems by Employees, Agents, or Contractors via Asynchronous Communications. This policy is going to be terminated and replaced with a new policy called Internet/Intranet Security. The Internet/Intranet Security policy will incorporate the remote access issues from the old policy. The new policy is still in draft form and not yet available for review, watch for more information in the next issue of *ISD News & Views*. You can find existing *Enterprise Computing Policies* on the web at <http://www.mt.gov/isd/policies/policies.htm>.

For more information contact Audrey Hinman of the Policy, Development and Customer Relations Bureau at 444-1635, ZIP! or e-mail at ahinman@mt.gov.



New Telephone Prefixes

The Department of Administration, in managing the telephone network for the state, has determined the 444 prefix being used in our Helena network is exhausting. Numerous efforts have been made to purify records to recover unused and lost Direct Inward Dial (DID) numbers. We no longer have the ability to assign new DID numbers for our customers.

The decision has been made to implement a new prefix for the Helena area. The Telecommunications Operations Bureau, in conjunction with the Operations Support and Army National Guard Headquarters staff have reached an agreement to convert Military Affairs to the new prefix and a number series that will be compatible with the Federal Digital Services Network (DSN) dialing plan.

The new prefix is 841, and the number series assigned to Military Affairs is 3XXX. To maintain the Bell System Standard Dialing Plan, *state employees must dial the access code of 8 and then 7 digits* when calling between the 444 prefix and the new 841 prefix.

New number assignments have been received for all units of Military Affairs. Fort Harrison, Skyway Drive, Airport Road and the Armory are the locations included in this conversion. A *changed number* recording is now in place on all Military Affairs 444 lead numbers that are being converted to the new prefix. The recording says "the number you have dialed has been changed. The new number is 841-3XXX". As new directories are issued, the recording will be removed on the 444 numbers so they can be re-assigned.

Military Affairs 800 Megacom service is re-routed to the new 3XXX numbers and the present translations required for DSN service were changed to reflect the new number series.

This conversion took place on Friday April 10, 1998 and coordination with US West properly routed all traffic to ensure continuity during the conversion process.

Questions regarding the conversion may be referred to Ed Baum of the Telecommunications Operations Bureau at 444-2861, ZIP! or e-mail at ebaum@mt.gov.

New Job Scheduler

IOA (Integrated Operations Architecture), also referred to as Job Scheduler, is a fully integrated family of products designed to help streamline and automate the mainframe operations. The IOA products we currently use on our mainframe are CONTROL-M (Production Control System) and CONTROL-R (Automated Job Restart). CONTROL-M manages and automates setup, scheduling and execution of jobs in the MVS data center. CONTROL-R automates activities that must be performed when restarting a failed job.

A new release of IOA, CONTROL-M and CONTROL-R is currently being installed and tested, with an anticipated cut over date in mid-May.

The major enhancements in this release include:

- Year-2000 compliance for calendaring
- New Auto-Edit variables, used in the schedule definitions, which include the four-digit year in various combinations, as listed below.

Variable	Value	Format
%%\$DATE	19980415	YYYYMMDD
%%\$YEAR	1998	YYYY
%%\$ODATE	19980415	YYYYMMDD
%%\$OYEAR	1998	YYYY
%%\$RDATE	19980415	YYYYMMDD
%%\$RYEAR	1998	YYYYJ
%%\$JULDAY	1998105	YYYYJJJ
%%\$OJULDAY	1998105	YYYYJJJ
%%\$RJULDAY	1998105	YYYYJJJ

- The CONTROL-M Event Manager (CMEM), has been revised and now becomes an option on the IOA main menu. Users with ACF2 authority are allowed to create and maintain their own CMEM data sets and rule definitions.
- A new IOA Access Method which provides major benefits, such as improved performance, increased file integrity, and record data compression resulting in reduced database space utilization.

Since we will be using the same schedule datasets currently in use with R410, end users will not have to make any changes prior to the cut over. Additional information will be provided at a later date on the new functional changes and enhanced capabilities of Job Scheduler.

For more information, contact Cheryl Heiner of the Computing Operations Bureau at 444-9616, ZIP! or e-mail at cheiner@mt.gov, or Mike Krings at 444-1815, ZIP! or email at mkrings@mt.gov.

VSAM Data Sets and the RVA

In the January issue of *ISD News & Views*, the article *Ramac Virtual Array* described how data is stored on ISD's new Ramac Virtual Array (RVA) DASD device. This RVA is used for all DASD data sets on SYSA (the production LPAR on IBM's ES/9021-832). One of the features mentioned was the RVA's use of a 'log structure file' method to write data to the device. Because data is not written back to the same location on the DASD, certain VSAM define parameters are obsolete. There is no longer any benefit to use the EMBED or REPLICATE parameter on an IDCAMS DEFINE statement for a VSAM file. Using these parameters will only increase the amount of space reserved for your VSAM data sets and create a cost issue. When reorganizing your VSAM files, please remove these parameters from the IDCAMS DEFINE control statement.

Technical Services is finding that the compression ratio of the data stored on this new

device ranges from 2.7 to 7.5. The amount doesn't seem to be tied to any one type of data (ie. VSAM, IDMS, sequential...). Average response time to data on the RVA ranges between 15 to 20 milliseconds versus the average response time to the traditional 3390 DASD was at best 20 milliseconds. The response time on the RVA is fairly consistent. There are no large response time fluctuations to a particular device.

If you have any questions on our new RVA, contact Robin Anlian of ISD's Technical Services staff at 444-2898, ZIP! or e-mail at ranlian@mt.gov.

Reel Tapes Being Phased Out

Several years ago ISD began converting the reel tape library to cartridges. At that time the decision was made to work toward totally eliminating reel tape from the tape library. Since then, reel scratch tapes were supplied to agencies having a need to mail data on this media with the understanding that when the tape supply was exhausted ISD would no longer supply them. That time has come. As of July 1, 1998 or when our scratch pool runs out, ISD will no longer supply reel scratch tapes. If agencies need to create an outgoing reel tape, the tape will have to be checked into ISD's library as an external tape following the appropriate procedures for external tape check-in.

ISD provides a special pool of 3480 cartridges for external use. Check with any business or government agencies you may send data via reel tapes to determine if they may now have the ability to read 3480 or 3490 data cartridges. If your agency sends data off site, this is a preferable media. There is a non-refundable handling charge of \$3.50 assessed for each cartridge checked out. It is not necessary to return these checked out cartridges and no credit is issued for those that are returned.

If you have tape related questions please contact Diane Haun of the Computer Operations Bureau at 444-3336, ZIP!, or e-mail dhaun@mt.gov.

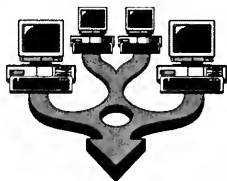
XPEDITER/TSO Release 6.4

A new release of XPEDITER/TSO is in the process of being installed. Most of the enhancements available with this new release are support for the most current compiler and operating system levels. Some of the other enhancements are worth noting.

Release 6.4 will allow the user to include symbolic substitution. Prior to this enhancement, XPEDITER/s handling of the program name specified on an EXEC statement did not support the use of symbolics for Convert Compile JCL or Batch Connect. The only change visible due to this enhancement is that JCL, which could not previously be used, is now supported.

Also changed is the Enhanced FIND processing. The Enhanced FIND command will be modified to allow the logging of Enhanced FIND command results. By logging the command results, an easily understood audit trail will be available to accurately depict those fields impacted by any Year 2000 change.

For example, the first entry of the Enhanced FIND command, "FIND dataname INDIRECT", will provide screen function just



as if the command entered was "FIND dataname". When a "REPEAT FIND INDIRECT" or an "INDIRECT" command is subsequently entered, a new results message and new screen positioning occurs, or, if no other level of indirection is found, a message indicating "END OF INDIRECT SEARCH" is displayed.

For questions regarding this new release of XPEDITER/TSO contact Bill Ramsay of the Computing Operations Bureau at 444-2902, ZIP! or e-mail at bramsay@mt.gov or Glen Stroop of the Systems Support Bureau at 444-2943, ZIP! or e-mail at gstroop@mt.gov.

Information Technology Advisory Council

Budget Process Begins

The Information Technology Advisory Council (ITAC) met April 15, 1998. ITAC serves in an advisory capacity for

- Reviewing statewide information and data processing policies
- Making recommendations regarding the application of new technology in state government
- Advising the Department of Administration and ISD, concerning long-term strategic planning for IT in state government

In keeping with their role, the majority of the meeting was devoted to preparation for the 1999 Legislature. ISD Administrator Tony Herbert presented new Enterprise IT initiatives for the Council's information, as well as areas of planned IT growth in existing services provided by ISD. Some of the new initiatives presented include

- Central administration and funding of desktop software
- Network and software management capability
- Groupware
- Local government coordination
- Geographic information systems (GIS) cadastral project
- Implementation of the SummitNet Executive Council (SEC) telecommunications plan



Anticipated growth in current activities is being planned in the data network area, agency LAN (Local Area Network) administration, network security, MT PRRIME support and the Customer Support Center (help desk).

Some initiatives were dropped from further discussion, others will be dealt with outside the budget planning process. At ITAC's next meeting, scheduled for May 27, initiatives will be prioritized.

During the rest of the April meeting, the Council was updated on the strategic planning efforts kicked off last December. A multi-media presentation on Electronic Commerce was given and various other status reports were heard.

ITAC membership consists of:

Lois Menzies	Administration - Standing Member - Chair
Pat Chenovick	Judiciary Branch - Standing Member
Bob Person	Legislative Branch - Standing Member
Scott Buswell	Office of Public Instruction - Standing Member
Stuart Knapp	Commissioner of Higher Education - Standing Member
Peggy Beltrone	Local Government - Cascade County Commission - Standing Member
Mick Robinson	Governor's Office - Tier 1 Representative (agencies with less than 75 FTE)
Doug Booker	Military Affairs - Tier 2 Representative (76 - 250 FTE)
Peter Blouke	Commerce - Tier 3 Representative (251-550 FTE)
Mary Bryson	Revenue - Tier 4 Representative (551-1000FTE)
Laurie Ekanger	Public Health & Human Services - Tier 5 Representative (more than 1000 FTE)

For more information on the activities of the Information Technology Advisory Council, please contact Jeff Brandt of the Policy, Development, and Customer Relations Bureau at 444-3988, ZIP! or e-mail at jbrandt@mt.gov or Audrey Hinman of the Policy, Development, and Customer Relations Bureau at 444-1635, ZIP! or e-mail at ahinman@mt.gov.

Oracle Designer/2000

Tasks

When designing a relational database, the first stage is usually modeling key business processes as part of a systems definition study, or a strategic business study. The next stage is to analyze business requirements in detail, then design application systems and databases that address business requirements. Finally, build and implement these applications.

Each of the Designer/2000 tools supports one or more of the essential tasks. For example, the Module Data Diagrammer supports the design of data usages for Forms or Web modules. The Repository Object Navigator (RON) maintains all levels of model data.

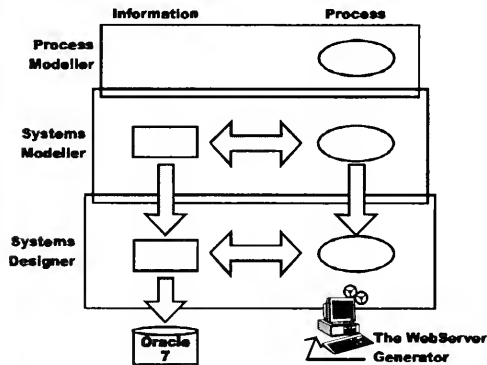


The **Waterfall Model** is the basis for most of the structured development methods. It provides a framework for planning top-down systems development, flowing down a number of successive stages:

- Systems analysis
- Systems design
- Build and test
- Implementation and transition
- Production and maintenance

The Designer/2000 window lays out the toolset in a manner that represents a typical pattern for the process. Keep in mind there are several

different orders that can be used while developing an application system. Included in the toolset are eight diagrammers and three navigators. The tools in Repository Services, such as the RON, support Repository administration and tasks needed to perform throughout the development cycle. The Systems Modeller supports the analysis stage of development. The Systems Designer supports the design stage of development while the Generators support the implementation stage of development.



Installation

You can install the entire Designer/2000 suite on a client PC in a single operation. Alternatively, Process Modeller, Systems Modeller and Systems Designer can be installed separately. In the case of the Generator products, each of the generators can be installed separately. If you install Process Modeller, Systems Modeller or Systems Designer, the Repository Administrator toolset is installed automatically.

For information or assistance on using Oracle Applications contact the Systems Support Bureau: Barry Fox at 444-5895, ZIP! or e-mail at bfox@mt.gov; Steven St. John at 444-2910, ZIP! or e-mail at ssjohn@mt.gov; Tony Noble at 444-2922, ZIP! or e-mail at tnoble@mt.gov

e-mail Project Update

e-mail Implementation Team

The Team is forging ahead with the development of the Project Plan and testing. Since Microsoft Exchange Server will run on Windows NT servers, much work has been done in this area. The Development and Logistics Teams have created an NT domain model, an NT administration model and an NT security model.

User Profile data has been collected for each agency location across the state – about 385 different sites have been identified. One-third of those sites are identified as being 100% ready to accept a 32-bit based client solution.

The Team is also reviewing Media Based Training materials for agency use and is working with the Helena College of Technology on training content and scheduling, for both Helena and other cities.

Questions on the Team's activities may be directed to Wendy Wheeler, 444-2856, ZIP! or e-mail at wwheeler@mt.gov.

Planning for a Smooth Transition

Just as you would need blueprints to build a new house, a plan needs to be in place and thoroughly tested to move all State of Montana e-mail users from ZIP!Office and EMC²TAO to Outlook 98. The plans are now in place and extensive testing has begun. The rollout of Microsoft Exchange/Outlook 98 is a monumental project so it is imperative to State government business that the transition goes as smoothly as possible.



A test lab has been built to extensively check all aspects of running Outlook 98 simultaneously with ZIP!Office and TAO until all users are converted to Outlook 98. Some of this testing includes:

- **E-mail Directory synchronization.** State government business communication must take place regardless of the e-mail package the users have. A main address book will need to contain ZIP! Addresses, TAO addresses and newly created Exchange addresses. Proper testing will ensure continual communication between State agencies.
- **Messaging coexistence.** Outlook messages received in ZIP!Office and EMC²TAO must be readable and vice versa. The testing team will determine and ensure that this is possible.
- **Calendar migration.** The Microsoft E-mail Implementation Team is committed to migrating end users' calendars to Outlook 98. The first time you open Outlook 98, all the information from your ZIP! calendar will be there.
- **Mail migration.** As stated in previous *ISD News & Views* articles, there will be no automated procedure to move mail from the old system to the new. A manual procedure will be identified so that users (or network administrators) can move important information. Users will be allowed to move only a limited amount of data. **Please realize the importance of purging unwanted mail from in trays and folders NOW.**

Your improved performance and enhanced productivity will determine the success of this project. If you have any questions or concerns regarding the migration to Outlook 98, please contact Sue Skuletich of the End User Support Section at 444-1392, ZIP! or e-mail at sskuletich@mt.gov.

PowerPoint Made Easy!

Presentation Tips

Standing up in front of a group of people and presenting makes most of us nervous. Besides using a good antiperspirant, what can we do to get our nerves to settle down?

- Know that being nervous is normal, it happens to almost everyone.
- Know and understand your audience.
- Don't talk down to your audience but don't talk over their heads either.
- Choose your visuals carefully
- Rehearse a lot. If you feel uncomfortable rehearsing in your office with the door closed or uncomfortable standing in front of a mirror at home, you most likely will feel VERY uncomfortable in front of an audience. Rehearse your presentation, out loud, as often as you need to feel confident and comfortable.
- Visualize the audience as your friends; people who are interested in what you have to say.
- Organize your presentation to meet the audience needs.

This Month: Organization Charts

In previous issues of *ISD News & Views* we've learned:

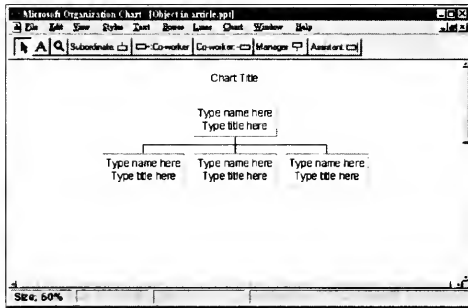
- How to open a presentation
- How to create a Title
- How to create Text slides
- How to save the presentation

Next we'll learn how to create an Organization Chart.

Org charts visually convey the structure of an organization, process and many other things. They are often used near the beginning to give the audience a snapshot that will allow them get oriented to your message. If your organization is very large, don't try to put it all on one slide unless you break it down in subsequent slides. If

you have trouble reading it from the back of the room you will be presenting in, it's too much for one slide.

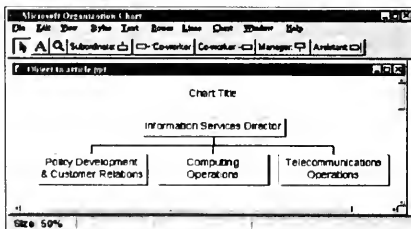
Click on the New Slide icon or use the keyboard shortcut Ctrl\M to open the New Slide Autolayout menu. Double click on the Organization Chart (2nd row, 3rd from left), add a title, then double click on the Org Chart placeholder. This brings up a new program as shown below.



Let's create ISD's organization chart to see where Voice Mail fits in. The first box is highlighted.

- Enter Information Services Division
- Click on the left box, Enter Policy Development <Return> & Customer Relations
- Click on the middle box, Enter Computing <Return> Operations
- Click on the right box, Enter Telecommunications <Return> Operations

We have one more Bureau to add and so we'll add a box. Notice the area outlined in white in screen below. To identify each box, place the cursor over the icon without clicking. The identifier displays.



- Click on the Right Co-Worker box, see the cursor change, Click on the Telecommunications box, Move the cursor to the new box, Enter Systems <Return> Support.

Financial Services needs to be added as an assistant to the Administrator. We'll need to add another box.

- Click on the Assistant box, see the cursor change, Click on the Information Services Division box, Move the cursor to the new box, Enter Fincancial <Return> Services.

Let's add some Sections under the bureaus. These will be subordinates

- Click on the Subordinate box, see the cursor change, Click on the Policy Development box, Move the cursor to the new box, Enter Computing <Return> Policy <Return> & <Return> Development.

This Bureau has six subordinates. Let's make half of them Co-Workers to the Subordinates

- Click on the Right Co-Worker box, see the cursor change, Click on the Computing Policy box, Move the cursor to the new box, Enter Customer <Return> Relations

Repeat these steps for the next four units — Geographic Information Systems Services, Public Safety Communications, Statewide 9-1-1 Program, Telecommunications Policy & Development. Then look at the figure and put the other units under the appropriate Bureaus.

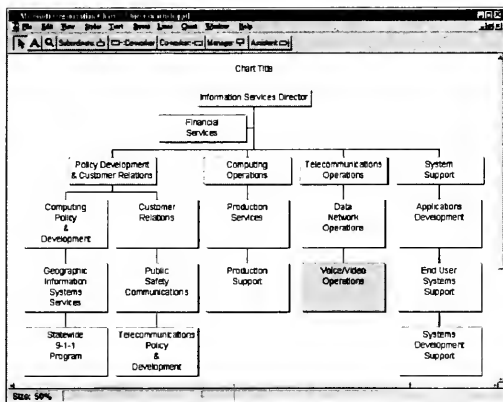
In our hypothetical presentation we were trying to show where Voice Mail fits into the organization. Let's highlight that box.

- Click on the Voice/Video Operations box.
- Click on the Boxes Menu, select Color, and choose a different color

When you are finished it should like the last screen. Close this and get back to PowerPoint.

- File|Close and Return to file.ppt

You can edit the chart by double clicking on it again to open the Org Chart software.



Below is a list of some of the modifications and how to accomplish them.

- Change a box/border color/style. Boxes menu.
- Change chart style. Style menu.
- Add an extraneous box. View|Show Draw Tools, click on rectangle icon, click and drag to position and size. Add text by selecting the 'A' icon next to the pointer tool. Add line by using the line function in the Draw Tools menu.
- Add extra text to box. Highlight box by clicking on it, then click once more.
- Add extra text. Click on the text icon, then click on a position
- Change text/font attributes. Text menu.
- Zoom in or out. View menu or magnifier icon.
- Change/Add background color. Chart menu.

Next month we'll explore Tables.

For more information about this article contact Trapper Badovinac of the Policy Development & Customer Relations Bureau at 444-4917, ZIP! or e-mail at tbadovinac@mt.gov. For user support, contact the Customer Support Center at 444-2000.

Using WordPerfect Help in Word

As you are making the switch from WordPerfect to Microsoft Word, be aware that a special set of Help topics is available. It's easy to find them, and following the Help topics makes the transition to Word less painful.

With Word open, click Help, and then click WordPerfect Help. There you'll find a well-organized list of topics. The topics include both general-orientation guides and specific instructions on such functions as navigation, formatting, adding footnotes, and using the thesaurus.

To learn how to carry out a command in Word, select the WordPerfect command name in the Command Keys box on the left. Read information about the command, or choose the Demo button to have Word demonstrate it.

- To select a command, point to its name and click the left mouse button or press an arrow key.
- To choose a button, click it, or press ALT + the underlined letter in the button name.
- To close help for WordPerfect Users, click the Close button or press ALT + SPACEBAR, C.

This WordPerfect Help will ease your transition from WordPerfect to Word. For more information concerning this article, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!, or e-mail at ivavruska@mt.gov. For questions about Microsoft Word, please contact your agency support staff, your Office Assistant, or the ISD Customer Support Center at 444-2000.

Word Users Group for State Employees

Are you feeling a little lost and alone when you contemplate changing from WordPerfect to Microsoft Word? Are you an experienced Word

user already eager to assist others in their learning process? Perhaps you are somewhere in the middle.

You are invited to attend the first Word Users Group Meeting on June 18, from 11-12 in the Scott Hart Auditorium. Come ready to discuss your needs and how a Users Group can assist you. Feel free to bring your lunch and a friend!

For more information contact Carole Hicks of the Board of Crime Control at 444-4244, ZIP! or e-mail at chicks@mt.gov.

How Macros Differ Between WordPerfect and Word

Part 2 • Converting WordPerfect Macros to Microsoft Word. Visual Basic for Applications

Beyond the differences in the programming languages used by WordPerfect and Word, the approach to writing and developing macros varies considerably between the two products.

In WordPerfect 5.1 for DOS, macros are written using a small and somewhat limited macro editor. Commands are inserted by choosing them from a master "command list," or by pressing the keys associated with each command. For example, to insert the command for applying bold to text, you press the F6 key.

In WordPerfect 6.1 for Windows, macros are stored in standard WordPerfect documents, and no special editor is needed to view and modify them. WordPerfect executes the commands contained in the document as a series of macro instructions.

Both approaches differ considerably from the technique used in Word 97. Word macros are written and developed using the integrated development environment of Visual Basic. This integrated programming environment runs in its own window, and it includes advanced debugging features, property-editing and code-editing features (including compile-time syntax checking and tools for constructing statements), an Object Browser, and code organization and tracking features.

Visual Basic is also shared by the other programs in the Microsoft Office 97, Professional and Developer Edition suites, including Microsoft Excel, PowerPoint, and Microsoft Access. A single Visual Basic program can control any and all of these programs.

In this paper, the discussion is confined to converting WordPerfect macros to Word-only macros. However, you're not limited to using Word as the only element of automating your office solutions. You can write Word macros that control other Office 97 programs, as well as products from the over 40 companies that have currently licensed Visual Basic technology.

Deciding When a Macro Isn't Needed

Not all automated tasks require a macro in Word. Some of the macros created in WordPerfect may not need to be replicated in Word, because Word may offer a built-in feature that can do the same job. Instead of reconstructing macros, consider using the follow Word features:

- **Templates** – Standard document formats can be stored in template files. Whenever a new document is created based on a template, it inherits the formatting of the template. Templates are used to store Word macros projects, styles, AutoText entries, and command bar, menu and shortcut key customizations. To base a new document on a template, click **New** on the **File** menu.
- **Forms** – Word documents can include form elements such as text boxes, command buttons, and check boxes to create an online form. The forms feature of Word simplifies the task of filling out forms so a macro isn't needed. An added benefit of the form feature in Word is that the rest of the document (including text, images, and formatting) can be protected

WordPerfect to Word

against editing. Form elements can be added using the **Control Toolbox** toolbar or the **Forms** toolbar.

- **AutoText** – The AutoText feature allows you to store and retrieve text, graphics, tables, and formatting. To use AutoText, click **AutoText** on the **Insert** menu.
- **AutoCorrect** – The AutoCorrect feature is used to automatically correct common misspellings, such as “teh” with “the.” You can also use the feature to insert long-form text. As an example, type sy, and the AutoCorrect feature can “expand” it to *Sincerely Yours*. To use AutoCorrect, click **AutoCorrect** on the **Tools** menu.
- **Insert Symbol** – Use symbols with the powerful AutoCorrect feature in Word. AutoCorrect allows you to associate two or more characters with a given symbol. For example, typing the characters (r) inserts ®. To insert a symbol, click **Symbol** on the **Insert** menu.
- **Styles** – Repetitive formatting is efficiently handled by the style feature in Word and not a macro (a common technique with WordPerfect for DOS). With styles, you can easily redefine the formatting of a style and the text is automatically updated. To use styles, click **Style** on the **Format** menu.
- **Letter Wizard** – Business letter formatting can be applied using the Letter Wizard in Word. The Letter Wizard formats a letter based on your stylistic choices. If you need to create many letters using the same basic formatting, you can easily record a macro or create a letter template using the Letter Wizard. Whenever the macro runs, the formatting you chose is automatically applied. To use the Letter Wizard, click **Letter Wizard** on the **Tools** menu.
- **Customized Menus, Toolbars and Shortcut Keys** – Word lets you change toolbars and create shortcut keys for any command so that frequently-used features are just a mouse click or a keystroke away.

Understanding Where Macros Are Stored In Word

The standard WordPerfect storage method for macros is a file. Each macro is stored as a separate

file on a disk, and is given a unique name. To run a macro, specify the name and WordPerfect reads the macro file.

In Word, macros are stored in documents and templates as Visual Basic *modules*. Macros are ordinarily stored in the user's default template, Normal.dot. However, Word allows you to store and use macros in any document or template. Additional templates can be loaded using the **Templates & Add-ins** dialog box (**Tools** menu). To run a macro from the **Macros** dialog box, you can choose to display all the available macros, or only those in a specific template or document.

Note: WordPerfect 6.0 and later for Windows also supports macros in templates.

To share a macro with another user can pose a quandary if you're used to the WordPerfect approach to macros. Sharing Visual Basic macros is accomplished in a number of different ways.

- Give your Normal.dot file to the user.

Note: This is not recommended because this will overwrite the user's existing Normal.dot file.

- Copy the Word macros to a separate template and give the template to the user (place the template in the user's \Program Files\Microsoft Office\Office\Startup folder; this makes all macros within the template automatically available whenever Word is used).
- Copy the macro to a document and distribute the document. The user can then use the Organizer to copy the macro to another template or document. The user can also copy and paste code between modules in the Visual Basic development environment.
- Export the Visual Basic module and distribute the file (*.bas). The file can be imported into another user's project using the **Import File** command (**File** menu).
- Place the template on a server and set the server path as the **Workgroup Templates** location (**File Locations** tab, **Options** dialog box, **Tools** menu).

For more information or questions about this article contact Jerry Kozak of End User Systems Support at 444-2907, ZIP! or e-mail at jkozak@mt.gov. For support contact the ISD Customer Support Center at 444-2000.

Converting WordPerfect 6.1 Label and Data Files to Word 97

Last month's article covered how to convert Word Perfect 6.1 data files to a Word data file, that could be used in a Word 97 merge document. This article will tell you how to create your merge document and then how to use the converted data.

Part 2: Using the Mail Merge Feature to Create Labels

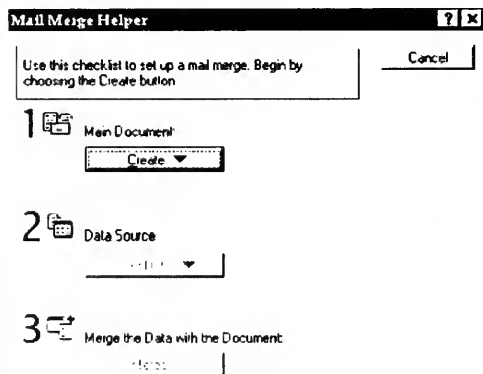
Now that the converted WordPerfect document has been saved as a Word data document, it is a fairly simple matter to use the Mail Merge feature in Word to merge the data into a label format.

To merge the data into a label format, use the following steps:

1. Make sure that the {filename}.doc that you created earlier is closed.

2. On the Tools menu, click Mail Merge.

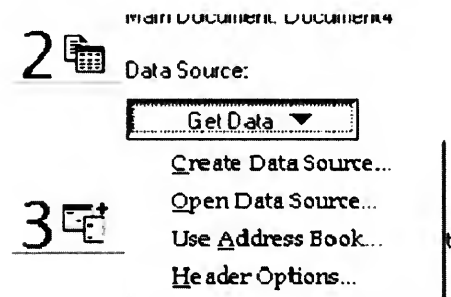
The following dialog box will be displayed.



3. Click Create.
4. Click Mailing Labels.

5. Click Active Window.

6. Click Get Data, and select Open Data Source.

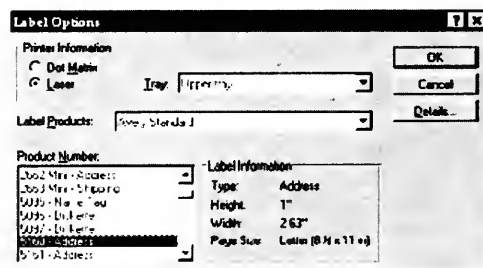


7. Open the appropriate folder and select the data document that you just closed.

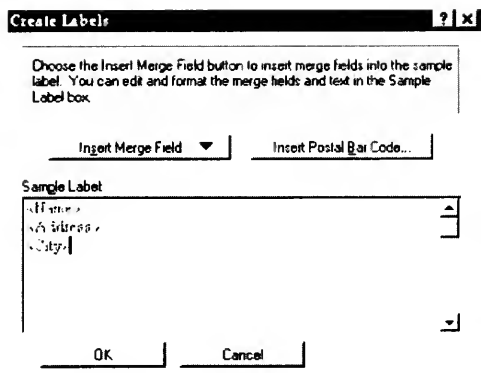
A dialog box will be displayed stating that Word needs to set up your main document.

8. Click Set Up Main Document.

9. In the Label Options dialog box, in the Label Products box, select a commercial label or select Other to create your own custom size. Click OK.



10. Follow the instructions in the Create Labels dialog box to insert the merge fields in the order in which they should be printed on the labels. When you are done inserting the necessary fields, click OK.



11. In the Merge To list in the Merge dialog box, click New Document, and then click Merge.

Clicking this button creates a new document, Labels1.doc.

You can print Labels1.doc right away, or you can save it and print your labels later.

Note: The main document is attached to the data document; so, when you open the main document, it is automatically connected to the data document. To merge the data again, click either of the following buttons on the Mail Merge toolbar:

Merge to New Document

Merge to Printer

Congratulations! You have successfully converted a WP Merge and data document to a Word data and merge document.

If you have any questions about this article, contact Mike Moller of End User Systems Support at 444-9505, ZIP! or e-mail at mmoller@mt.gov Converting Lotus 1-2-3 to Excel 97

Converting Lotus 1-2-3 to Excel 97

Part 2

There are general differences between Microsoft Excel 97 and Lotus 1-2-3. This series of articles contain information on the following topics:

1. Converting Worksheets

■ *Limitations of Converting Worksheets*

2. Formulas

■ *General Syntax Differences*

■ *Formula Calculation Behavior*

■ *Mathematical Order of Precedence*

3. Worksheet Functions

■ *Differences Between Lotus 1-2-3 and Microsoft Excel*

■ *Microsoft Excel Equivalent Functions*

■ *Microsoft Excel Functions That Have No Equivalent*

4. Moving Around the Worksheet

5. Linking Lotus 1-2-3 and Microsoft Excel Worksheets

6. Macro Compatibility

For more articles, or to find more information on articles mentioned in this article, search the Microsoft Knowledge Base at <http://support.microsoft.com/support>.

**Covered
in Part 1**

1-2-3 to Excel

Mathematical Order of Precedence Differences

This table compares the mathematical operators used by Microsoft Excel and Lotus 1-2-3.

Order of Precedence				
Operator type	Lotus 1-2-3 operator	Calculation Order	Microsoft Excel Operator	Calculation Order
Exponentiation	^	1 st	^	2 nd
Positive and negative signs	+ and -	2 nd	- (Microsoft Excel)	1 st
		assumes a positive sign)		
Multiplication and division	* and /	3 rd	* and /	3 rd
Addition and subtraction	+ and -	4 th	+ and -	4 th
Comparison	= < > <= >= <>	5 th	= < > <= >= <>	5 th
Logical NOT	#not#	6 th	NOT worksheet function	6 th
Logical AND and OR	#and# and #or#	7 th	AND and OR	8 th
		worksheet functions		
Concatenation, connecting two strings of text. (Release 2.0 or later only)	&	7 th	&	7 th

Note: Lotus 1-2-3 evaluates the exponentiation operator (^) before the negation operator (-). Microsoft Excel evaluates the negation operator first. For example, in Lotus 1-2-3, the formula $=-2^4$ returns the value -16, but returns 16 in Microsoft Excel. To correct this difference, use parentheses to change the order of evaluation; for example, $=-(2^4)$ produces -16.

Worksheet Functions

Differences Between Lotus 1-2-3 and Microsoft Excel Functions

Most Lotus 1-2-3 functions have an equivalent function in Microsoft Excel. When you select Transition formula entry on the Transition tab (click Options on the Tools menu), and then type a Lotus 1-2-3 function that is available in versions earlier than 3.0 directly in a cell, Microsoft Excel converts the function to the equivalent Microsoft Excel function. Note that Microsoft Excel cannot convert some functions. For additional information, please see the following article in the Microsoft Knowledge Base: *Formulas Failed to Convert Error Opening WK4 File*.

Microsoft Excel Equivalent Functions

Many Lotus 1-2-3 functions have equivalent Microsoft Excel functions. However, *Microsoft Excel uses different calculation rules from Lotus 1-2-3* (MS Knowledge Base site) when it evaluates text in formulas, certain database criteria, and the order of certain logical operators. See the MS Knowledge Base article *Lotus 1-2-3 functions and their equivalent Microsoft Excel functions*. For more information about the Microsoft Excel functions, search Microsoft Excel Help for the name of the function.

Microsoft Excel Functions That Have No Equivalent Functions in Lotus 1-2-3

The following is a list of Microsoft Excel functions with no equivalent functions in Lotus 1-2-3, Release 3.1 or earlier, or Lotus 1-2-3/W Release 1.0. If you save a workbook in these formats, the following functions are replaced with the resulting values of the functions.

Note: This list includes only basic worksheet functions and does not include many Microsoft Excel add-in functions and statistical functions that have no Lotus 1-2-3 equivalents.

Microsoft Excel Functions That Have No Equivalent Functions in Lotus 1-2-3 4.0 and later.

AREAS	DOLLAR	DPRODUCT	FACT
FREQUENCY	GETPIVOTDATA	GROWTH	INT
HYPERLINK	IPMT	ISBLANK	ISERROR
ISLOGICAL	LINEST	LOGEST	LOOKUP
MATCH	MDETERM	MINVERSE	MIRR
MMULT	PPMT	PRODUCT	SEARCH
SUBSTITUTE	TEXT	TRANSPOSE	TREND
TYPE		WEEKDAY	

The new "A" functions, AVERAGEA, MAXA, MINA, STDEVA, STDEVPA, VARA, VARPA, calculate results by using all of the cells in a range, including blank cells, cells that contain text, or cells that contain logical values. For additional information, please see the following article in the Microsoft Knowledge Base: *New A Functions in Microsoft Excel 97*.

Moving Around the Worksheet

The keys you use to move around a worksheet in Microsoft Excel differ from the keys you use in Lotus 1-2-3. For example, when you press home in Lotus 1-2-3, the cell in the upper-left corner of the worksheet is selected; when you press home in Microsoft Excel, the first cell of the active row is selected. You can force the navigation keys in Microsoft Excel to move around the worksheet in the same way they move in Lotus 1-2-3 by selecting the Transition Navigation Keys check box. To find this and other transition settings, click Options on the Tools menu, and then click the Transition tab.

Note: Microsoft Excel 97 contains new functions for compatibility with later Lotus 1-2-3 releases.

Linking Lotus 1-2-3 and Microsoft Excel Worksheets

You can use the data you type in a Lotus 1-2-3 worksheet in a Microsoft Excel workbook without converting the Lotus 1-2-3 worksheet to the Microsoft Excel workbook format. When you update the data in the Lotus 1-2-3 worksheet, the Microsoft Excel worksheet is automatically updated. For example, you can link sales figures from various Lotus 1-2-3 worksheets to a single Microsoft Excel workbook, and then use the formatting and printing features of Microsoft Excel to create a summary report of sales.

You can link a Microsoft Excel workbook to a file saved in any of the following Lotus 1-2-3 formats, which include the WKS, WK1, WK3, and WK4 formats. If you use Lotus 1-2-3 to edit a Lotus 1-2-3 worksheet that is linked to a Microsoft Excel workbook, Microsoft Excel updates the linked cells when you open the workbook.

If you are unsure of the name or location of the source Lotus 1-2-3 worksheet to which a Microsoft Excel workbook is linked, you can open the Microsoft Excel workbook and use the Links command (on the Edit menu) to open the Lotus 1-2-3 worksheet. You can also use the Links command to change or redirect the links in the Microsoft Excel worksheet to refer to another worksheet.

Microsoft Excel does not automatically update a Lotus 1-2-3 worksheet that contains links to external files when you open the Lotus 1-2-3 file in Microsoft Excel. A reference error may appear in these worksheets. For additional information, please see the following article in the Microsoft Knowledge Base: *External Link in WK4 File Displays #REF! Error Value*.

Macro Compatibility

The macro commands used in Lotus do not exist in Excel. Excel uses Visual Basic for Applications, (a VB Light) for its macro functionality. What this means is that all macros in Lotus will need to be rewritten in Excel. On the bright side, Excel's record function is highly superior to Lotus'.

If you have any questions regarding this article contact Mike Moller of End User Systems Support at 444-9505, ZIP! or e-mail at mmoller@mt.gov. If you need user support, please contact the Customer Support Center at 444-2000.

Your Browser can do FTP!

You can use your browser to do simple File Transfer Protocol (FTP) file downloads so that you don't have to use a separate FTP client program. This feature is limited. If you need to download a lot of files, especially an entire directory or if you need to upload files, this is not the way to go.

You may have already used this feature without knowing it. Some web sites use it to download program or data code from a web page and it just appears as a hyperlink to the user. They do this by the way they code the Uniform Resource Locator (URL). Let's take a look at the structure of a URL:

protocol://server.subdomain.top-level-domain/directory/filename

The protocol is the part we need to change. You are probably used to seeing `http://` at the start of URLs, indicating that the web protocol Hyper Text Transfer Protocol is to be used to access the following address. We will start our URL with `FTP://` indicating that the FTP protocol is to be used. The rest of the URL indicates the name of the FTP server and optionally the path to the desired file. It can also be expanded to include a user account name and password for non-anonymous FTP servers.

An anonymous FTP is a way of getting files from FTP sites on the Internet that have files available for public download. To transfer files using anonymous FTP, you must log in as "guest" or "anonymous" and enter your email address as the password.

An example of accessing an anonymous FTP server is:

`ftp://ftp.microsoft.com`

Which returns the following information:

FTP root at `ftp.microsoft.com`

This is **FTP.MICROSOFT.COM**

230-Please see the `dirmap.txt` file for

230-more information. An alternate

230-location for Windows NT Service

230-Packs is located at:

230-ftp://198.105.232.37/fixes/

03/13/98 10:09PM	Directory <u>bussys</u>
11/05/97 12:00AM	Directory <u>deskapps</u>
12/12/97 12:00AM	Directory <u>developr</u>
11/05/97 12:00AM	8,102 <u>dirmap.htm</u>
11/05/97 12:00AM	4,405 <u>dirmap.txt</u>
04/13/93 12:00AM	710 <u>DISCLAIM.TXT</u>
08/25/94 12:00AM	712 <u>disclaimer.txt</u>
02/07/98 02:40AM	Directory <u>KBHelp</u>
04/30/98 10:35AM	10,082,980 <u>ls-lR.txt</u>
04/30/98 10:35AM	1,934,887 <u>ls-lR.Z</u>
04/30/98 10:35AM	1,032,650 <u>LS-LR.ZIP</u>
02/18/98 10:07PM	Directory <u>MSCorp</u>
10/11/95 12:00AM	Directory <u>peropsys</u>
10/30/97 12:00AM	7,873 <u>PRODUCT.TBL</u>
03/17/98 04:28PM	Directory <u>Products</u>
03/23/98 05:55PM	Directory <u>Services</u>
12/09/97 12:00AM	Directory <u>Softlib</u>
04/08/96 12:00AM	Directory <u>solutions</u>



Dupeless • Windows 95/NT Freebie

WIN95 FREEBIE

This output is from Microsoft Internet Explorer version 4 (IE 4) but would be similar in other browsers. What we have is a directory listing and the ability to select files or open additional subdirectories. If you click on a file with a file extension that the browser (not necessarily the operating system) understands it will open it with the correct application. If not, or if the browser has been configured to only download that type of file, then you will be prompted to download and save the file.

To access a non-anonymous FTP site, use one of the following types of URLs:

Internet Explorer

<ftp://userid:password@ftp.state.mt.us>

Netscape Navigator

<ftp://userid@ftp.state.mt.us>

Note that Navigator will prompt you for your password, Explorer will not.

Of course you will have to have a valid userid and password on this FTP server (not just an ACF2 Id) for this to work.

We do have non-anonymous accounts available on the State FTP server. If you need an FTP account please contact Ron Armstrong at 444-2905 for more information.

If you would like to include a link to a file on an FTP server from your web page you can use something like this:

Download myfile now!

This would look like this on the page:

Download [myfile](#) now!

As always, if you have questions or comments please contact Ron Armstrong at 444-2905, ZIP! or e-mail at rarmstrong@mt.gov.



This month's free utility is drawn from the *PC Magazine* download archives. Below are excerpts from the readme file that comes with the program.

Dupeless 1.1 finds duplicate files for removal from your hard disk. Duplicates can have the same name but different contents, or the same contents but different names. Some same-named files are different versions of a DLL or ActiveX control, and these can cause system problems. Others are simply space wasters—identical in size and contents, but stored under different names.

Dupeless is supplied as a self-contained INSTALL program. Run this program to install Dupeless and all its files in the directory of your choice. It will add Dupeless, its help file, and an uninstall utility to your Start menu. Dupeless runs under Windows 95, Windows NT 4, and Windows NT 3.51.

Dupeless, Version 1.1, Copyright © 1998, Ziff-Davis Publishing Company. Written by Neil J. Rubenking. First Published in *PC Magazine*, US Edition, April 7, 1998.

If you would like a copy of Dupeless the files are available on the ISD Value Added Server (VAS) at

`\guest\windows\winaddon\95addons\dupeless.`

If you don't access to the VAS contact Denny Knapp of End User Systems Support at 444-2072, ZIP!, or e-mail at dknapp@mt.gov.

Media Based Training (MBT)

Media Based Training and Computer Based Training are great ways to improve your jobs skills and knowledge in different areas. ISD offers many such courses.

A VCR is needed. Most of the courses are delivered on video, but some are multi-media on CD ROM. The information is presented in a very professional manner using various teaching methods including diagrams and real life examples. The accompanying workbook provides the course in written form and after each section quizzes you on what has been covered.

- **Sign up.** Contact Trapper Badovinac or Diana MacDonald via ZIP! to request a course. They will need your name, phone number and agency. If the course you request is being used, you will be put on a waiting list and notified when the course is available.
- **Pickup.** You can pick up the course in Room 222 of the Mitchell Building or it can be deadheaded to you.
- **How Long?** The checkout period for each course is two weeks.
- **What's Available?** The course description of each course can be found on the VAS at `guest\training\CT_Video\T3_VAS.rtf`. If you are an Approach user you can check on the current availability of any course by accessing the read-only file on the VAS at `guest\training\CT_Video\videodb.apr` (password Montana).
- **How Much?** There is no charge.
- **Who is eligible?** Any state employee.

Each month we will review a different series of courses. This month is *T1 Digital Networks*
Course Code: 3.02.01

Course Title: T1 Components

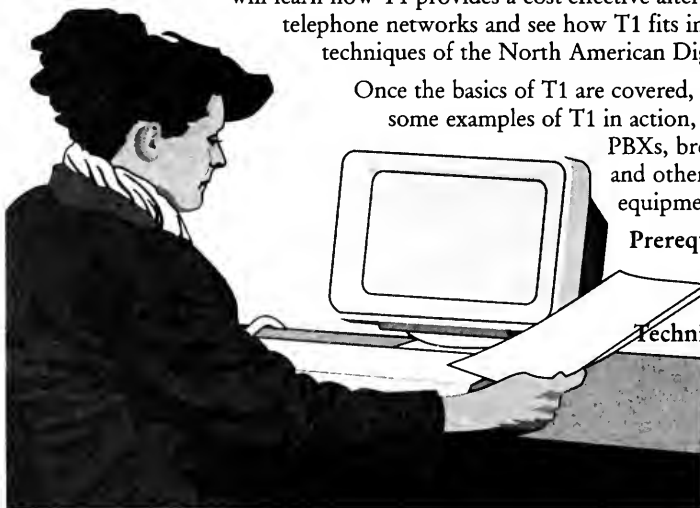
In this course, T1's historical roots and advantages are first presented. Then, the course focuses on a description of the basic components comprising a T1 network as well as their function. These include the T1 node, port interfaces, the multiplexer, and the channel service unit. You will learn how T1 provides a cost-effective alternative to traditional telephone networks and see how T1 fits into other transmission techniques of the North American Digital Hierarchy.

Once the basics of T1 are covered, you will be exposed to some examples of T1 in action, such as a connection of PBXs, broadband video, LANs, and other customer premises equipment to a T1 network.

Prerequisites: You should have a basic knowledge of data communications.

Technical Difficulty: 1 2 3 4 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)



Course Code: 3.02.02

Course Title: T1 Input and Output

This course covers the areas of T1 transmission: input to the T1 node from customer premises equipment and output of a T1 signal on a T1 line. You will explore how input from an analog device is converted to a digital signal that is sent to the MUX. You will learn how the port interface implements this conversion with the techniques of PAM, sampling and quantizing, companding, and pulse code modulation. You will also see how a PBX is connected to port interfaces and explore the enhanced capabilities provided by E and M signaling and FXS/FXO port interfaces. With regards to output, this course also covers how signals from digital devices are transmitted over the T1 line. You will learn how the T1 signal is line encoded using AMI and B8ZS.

Prerequisites: You should take *T1 Components* (3.02.01) before taking this course.

Technical Difficulty: 1 2 3 4 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

Course Code: 3.02.03

Course Title: T1 Multiplexers

The multiplexer can be thought of as the heart of a T1 node. This course will show you the specifics of the time division multiplexing process which is how the 24 - 64 Kbps channels are combined to preserve the identity and destination of each byte. You will be introduced to framing as well as the two framing formats commonly used in T1: the D4 superframe and the extended superframe. You will cover the alignment pattern of each framing format, frame synchronization, and an interpretation of the signaling bits.

This course will also introduce the basic diagnostic function of the CSU. The major alarm conditions will be explained. Among those covered are the red, yellow, and blue alarm signals and the AIS.

Prerequisites: You should take *T1 Input and Output* (3.02.02) before taking this course.

Technical Difficulty: 1 2 3 4 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

Course Code: 3.02.04

Course Title: Testing a T1 Network

Although T1 transmission is efficient and reliable, problems do occur. This course uses an example of a newly installed T1 network to describe some of the problems most often encountered. You will examine a hierarchy of error conditions and see how they lead to various alarm states. You will be exposed to the monitoring and diagnostic abilities of the CSU and MUX, including the interventions that could be taken to correct various problems and maintain service quality.

Prerequisites: You should take *T1 Multiplexers* (3.02.03) before taking this course.

Technical Difficulty: 1 2 3 4 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

Course Code: 3.02.05

Course Title: T1 Network Management Systems (NMS) and Applications

This course explores the various applications of a network management system including both routine and emergency functions. You will learn that beyond regular surveillance, display and recording of system status, the NMS detects alarms, reroutes traffic and diagnoses problems.

This course examines how T1 can be used for a particular application. The characteristics of switched T1, fractional T1, drop and insert, DS-3 and packet switching will be probed. You will also look at the interconnection of T1 with LANs and WANs. With this knowledge, you will have the proper tools to choose the most efficient and economical application for a given set of conditions in a T1 network.

Prerequisites: You should take *Testing a T1 Network* (3.02.04) before taking this course.

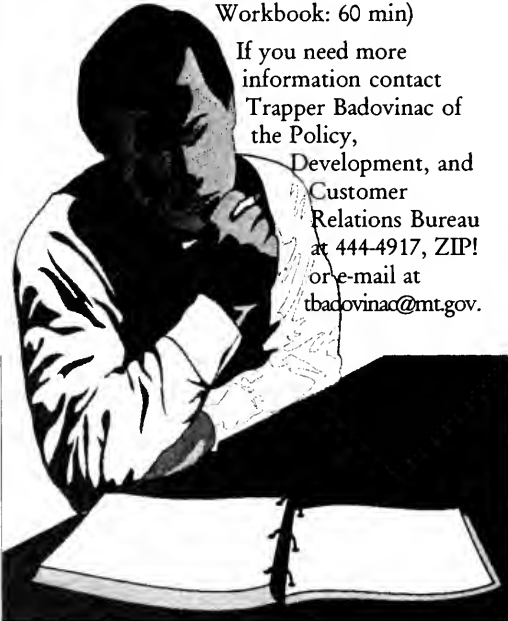
Technical Difficulty: 1 2 3 4 5

Estimated completion time of this course:

1 hour, 45 min (Video: 45 min +

Workbook: 60 min)

If you need more information contact
Trapper Badovinac of
the Policy,
Development, and
Customer
Relations Bureau
at 444-4917, ZIP!
or e-mail at
tbacovinac@mt.gov.



Oracle Channel Classes

The Oracle Channel Satellite education program is available to state agency staff through the ISD Data Communication fee. These broadcasts are held from 9:45 am to 2 pm in the Department of Transportation Information Services Bureau conference room (basement).

June

- 2 Developer/2000 Fundamentals
- 3 Introduction to Oracle Application Server
- 4 Developer/2000:Deploy Web-Based Applications
- 9 Oracle8 New Features
- 10 Oracle8 New Features
- 11 NO CLASS
- 16 Oracle8 Data & Security Management
- 17 Oracle8 Backup & Recovery Strategies
- 18 Oracle8 Networking Strategies
PREMIERE
- 23 SQL I: Retrieve Data
- 24 SQL II: Define and Manipulate Data
- 25 SQL Statement Tuning
- 30 Developer/2000 Release 2 New Features

www.state.mt.us/isd/current/news/index.htm



July

- 1 PL/SQL 8 New Features
- 2 NO CLASS
- 7 NO CLASS
- 8 Oracle8 Architecture & Startup
- 9 Oracle8 Architecture & Startup
- 14 Financial Applications Release 11 New Features
- 15 Manufacturing Applications Release 11 New Features *PREMIERE*
- 16 Object Technology Essentials
- 21 Introduction to Data Warehousing
- 22 Data Warehousing Fundamentals for DBAs *UPDATE*
- 23 Plan for Effective Data Warehouse Implementation *PREMIERE*
- 28 PL/SQL I: Coding Techniques
- 29 PL/SQL II: Database Level Application Programming
- 30 NO CLASS

August

- 4 Discoverer: Analyze Your Data Requirements *UPDATE*
- 5 Designer/2000 Release 2 New Features
- 6 NO CLASS
- 11 Oracle8 New Features
- 12 Oracle8 New Features
- 13 Oracle8 Performance Tuning Strategies *PREMIERE*
- 18 Oracle8 Data & Security Management
- 19 Oracle8 Backup & Recovery Strategies
- 20 Oracle8 Networking Strategies
- 25 Financial Applications Release 11 New Features
- 26 Manufacturing Applications Release 11 New Features
- 27 NO CLASS

A full description for each of the classes can be found on the Oracle Web site at <http://education.oracle.com/education/toc>. Because class material has to be ordered you must register at least two weeks before the scheduled class date. Please contact Barbara Clark at 444-0846, ZIP! or e-mail at baclark@mt.gov.

Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

This training is held the third Thursday of each month from 8:30-10:30am in room 13 of the Mitchell Building.

Date: Thursday, June 18

Time: 8:30-10:30 am

Location: Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@mt.gov) or Kim LaRowe (klarowe@mt.gov) of ISD at 444-2700.



State Training Rate Increase

Beginning July 1, 1998, the rate for state training classes at the College of Technology will increase from \$85 per day to \$100 a day. Shorter classes are prorated. HCT has held the previous rate for the past five years, and the update is simply in response to increased costs associated with delivering the classes.



Training Calendar

The Helena College of Technology of the University of Montana has assembled this schedule. If you have any questions about enrollment, please call 444-6821. All classes will be held at the Helena College of Technology at 1115 N. Roberts. Please note that these costs are subject to change each July 1st. The Helena College of Technology makes reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821. To enroll in a class, you must send or deadhead an enrollment application to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6821. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.* HCT is also willing to schedule specific classes by request from state agencies.

HCT Training Calendar

	DATE	COST	DAYS
Data Base Classes			
Intro. to Oracle Prereq. Intro to Windows	Fall 1998*	200.00	2
Intro. to SQL Prereq. Intro to Oracle	Fall 1998*	200.00	2
Oracle Developer 2000, part I Prereq. Intro to Oracle & SQL	Fall 1998*	342.20 **Paid by ISD	3
PL/SQL Prereq. Intro to Oracle & SQL	June 17-18 Fall 1998*	170.00 200.00	2
Oracle Developer 2000, part II Prereq. Oracle Dev. I & PL/SQL	June 24-26 Fall 1998*	255.00 300.00 **Paid by ISD	3
Oracle Designer Prereq. Oracle Dev. I; PL/SQL recommended	Fall 1998*	536.95 **Paid by ISD	5
Access 97 for Light Users Prereq Windows 95	June 22 July 21*	85.00 100.00	1
Access 97 Prereq Windows 95	June 15-16 July 14-15*	170.00 200.00	2
Data Network/Mainframe Classes			
Windows 95 Archit., Instal., Sup. & Tuning	June 8-9	~500.00	2
Microcomputer Classes			
Windows 95 Conversion Prereq. familiar with Windows	June 2 (am) July 6* (am), August 11* (am)	42.50 50.00	1/2
Windows 95	June 1 July 1*, August 3*	85.00 100.00	1
ZIP!Office	June 23	FREE	1/3
WordPerfect 6.1 for Windows Prereq. Windows 3.1 or 95	August 4*	100.00	1
Word 97 Conversion Prereq. Windows 95	June 30 (am) July 20* (am), August 11* (pm), August 19* (am)	42.50 50.00	1/2

	DATE	COST	DAYS
Word 97 for Light Users	June 3	85.00	1
Prereq. Windows 95	July 16*, August 5*	100.00	
Word 97	June 4-5, June 8-9	170.00	2
Prereq. Windows 95	July 7-8*, July 14-15*	200.00	
Lotus for Windows	August 10*	100.00	1
Prereq. Windows 3.1 or 95			
Excel 97 Conversion	June 19 (am)	42.50	1/2
Prereq. Windows 95	July 20* (pm), August 12* (am), August 19* (pm)	50.00	
Excel 97 for Light Users	June 26	85.00	1
Prereq. Windows 95	July 17*, August 6*	100.00	
Excel 97	June 24-25	170.00	2
Prereq. Windows 95	July 9-10*, August 17-18*	200.00	
PowerPoint 97	June 10-11	170.00	2
Prereq. Windows 95	July 22-23*	200.00	

*** New Rates - Effective July 1, 1998**

** The Oracle Designer and Developer class fees are recovered through the monthly data network rate.

Prerequisites may be met with consent of Instructor.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request: _____

Date Offered: _____

Student Data

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

Billing Information/Authorization Mandatory

User ID: _____ Agency#: _____ Authorized Signature: _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for:

- ☐ Agency Oracle Developer
- ☐ Continuing education opportunity. (Agency will be billed for training.)
- ☐ Agency contractor. (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to:

State Training Center
Helena College of Technology of the University of Montana
Phone 444-6800 FAX 444-6892

ENROLLMENT APPLICATION



DeadHead Back

Dept. of Administration
Information Services Div.

FAX Back

Information Services Div.
406-444-2701

Mail Back

Dept. of Administration
Information Services Div.
PO Box 200113
Mitchell Building, Rm 229
Helena, MT 59620-0113

Surf Back

via Internet

ZIP! Back

via ZIP!Mail, ZIP!Office,
TAO

Visit the *ISD News & Views* Web Site

[www.state.mt.us/isd/
current/news/index.htm](http://www.state.mt.us/isd/current/news/index.htm)

Editor's Notes

Published By

ISD News & Views is published monthly by the Information Services Division (ISD), Department of Administration, Room 229, Mitchell Building, Helena, MT 59620, 406-444-2700, FAX 406-444-2701.

This newsletter is dedicated to educating and informing the reader with pertinent State technology news. Materials may be reproduced without permission. Alternative accessible formats of this document will be provided upon request.

Editorial Submissions

To submit an article to *ISD News & Views* for publication, send it to Trapper Badovinac, preferably via ZIP!. Please have your article in by the 8th of the month for inclusion in the following month's newsletter.

ISD Customer Support Center

Have a problem or opportunity? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (444-2000), which is our central point of contact.

Subscription Services

ISD News & Views is a free publication. If your name or address is incorrect, please send your current mailing label along with any corrections to Lois Lebahn. If you would like to be added to our mailing list, let us know your name, agency, division, bureau, phone, address, city, state, zipcode, and whether you would like your newsletter to be distributed via ISD Box #, Deadhead or Mail. *ISD News & Views* is also available electronically via ZIP!/ZIP!Office or VAX e-mail as well as the Web at www.state.mt.us/isd/current/news/index.htm. Current and back issues are located on the State of Montana Electronic Bulletin Board System (406-444-5648 local & out-of-state, or 800-962-1729 toll free in Montana) and on ISD's Value Added Server\guest\N&V.

Distribution Notes

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Editor

Trapper Badovinac (444-4917), ZIP! or e-mail at tbadovinac@mt.gov.

Department of Administration
Information Services Division
Mitchell Building, Room 229
P.O. Box 200113
Helena, MT 59620-0113

6127

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If not, see "Subscription Services..." above.